

**California Arts Council (CAC)  
Creating Public Value (CPV) Program  
Grant Agreement Terms and Conditions  
2007-08**

**Appendix A-Final Report: Reporting Requirements**

Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

- (1) **California Arts Council/NEA Grants Activity Survey** (accessible at <http://www.cac.ca.gov/files/forms.php>);
- (2) **A 10% Invoice Form** (<http://www.cac.ca.gov/files/forms.php>); and
- (3) **A Final Report--maximum 2 pages--that includes responses to the following questions:**  
(Please include the questions below in your report):

- a. Summarize the activities supported by your CPV grant. If this grant complemented a larger organizational project, indicate total dollar amount.

How did your CPV grant help you to:

- b. **Expand relationships** with your community? Provide examples. (Strategies used and results: new partnerships, alliances, etc.)
- c. Create **greater relevance** and meaning between the services you provide and your audiences to increase public participation? Provide examples. (Strategies used and results: number and type of new audiences reached, etc.)
- d. Articulate & **promote the return on investment** of the public value of your work to civic and political leaders, community supporters, audiences, & participants? (Strategies used and results.)
- e. In which ways did your community/constituency benefit (rural and/or underserved)? Include specifics such as total number of people served and age range. If applicable, number of families served, etc. Share your success story (ies).
- f. Which steps are you taking to offer more accessibility to people with disabilities?
- g. Describe factors or circumstances (positive or negative) within your organization's environment that affected progress toward achieving your goals.
- h. What information did you collect to evaluate your project/activity?
- i. Submit samples of artistic and/or administrative results accomplished with this grant bearing our logo and credit line (CAC & NEA). Be sure to include photographs using our recommended format of 300 dpi in .jpd, .psd, or .tif (tif saved for windows). We appreciate your maintaining the current practice of branding the arts by adding our logo to your website, newsletter, programs, flyers, etc.